Pharmacist relieving letter

Editable sample letter: replace the details with your own records before signing

[Company letterhead]
Date: [Issue date]
Workplace: Kochi
To whom it may concern,
This is to confirm that [Employee Name], Employee code [Employee ID], was released from service by [Company]. The role was pharmacist, retail counter. The last working day is [Last working day].
Joined: [Date]
Returned: counter keys and the shop stamp
The pharmacy records that [Employee Name] was released from the retail counter on [Date].
A pharmacy-council registration is a separate card. This letter does not cancel it and it does not transfer the shop's drug licence.
Identity numbers the pharmacy did not ask for stay off this letter. Full and final settlement is a different paper.
For [Company]
Authorised signatory and stamp: [Name], [Designation] _____